

TRIAL CHECKLIST (Civil Trials)

Counsel and any pro se party shall review and complete this checklist with the courtroom deputy clerk commencing not later than **thirty (30)** minutes before trial.

_____ Are each party's exhibits properly marked?

_____ Are each party's exhibits properly bound?

_____ Has the number of sets of exhibits required of each party by the Trial Preparation Conference Order been delivered to the courtroom deputy clerk?

_____ Has a copy of each party's "Exhibit List" been provided to the judge, the courtroom deputy clerk, opposing counsel, and any pro se party?

_____ Has a copy of each party's "Witness List" been provided to the deputy courtroom clerk?

_____ Has the **original**, sealed transcript of each deposition to be used at trial been delivered to the courtroom deputy clerk?

_____ Have all arrangements, including transport through security, for special equipment been made?

_____ Has a copy of each party's glossary of difficult or technical terms been provided to the judge, court reporter, courtroom deputy clerk, opposing counsel, and any pro se party?